

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. SCHDCSTE

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency EDUCATION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description School District Consultant-E	10. Division Business, Health, and Library Services
5. Working Title (What the agency calls the position) Pupil Transportation Consultant	11. Section Office of Health and Safety
6. Name and Position Code Description of Direct Supervisor HANSBARGER, TROY W; DEPARTMENTAL MANAGER-4	12. Unit School Building and Transportation
7. Name and Position Code Description of Second Level Supervisor ALANIZ, AIMEE M; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 608 W. Allegan St. Lansing, MI. / M-F 8am-5pm, hybrid options may be available

14. General Summary of Function/Purpose of Position

This position is responsible for advising the Director of Pupil Transportation in the planning, coordination, support, and execution of pupil transportation activities in support of the State Board of Education policy and priorities, and other directives as required. The person functions as a liaison between the state Director of Transportation, local school districts, and the public. State Aid Section 74 compliance monitoring will be conducted by this person in coordination with the 17 Training Agency Association of Michigan (TAAM) agencies. This person will work with TAAM to develop training curriculum, as required by statute, for school districts throughout the entire state. In addition, this position will represent MDE at various pupil transportation organizations such as TAAM and the Michigan Association for Pupil Transportation. The coordination of meeting agendas and all other preparations for the mandated Pupil Transportation Advisory Committee (PTAC), in cooperation with the state Director of Transportation, will be a responsibility of this position. This position is also responsible for licensing of state boarding schools and the annual review of state crossing guard training program.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 80

Provide technical assistance and consultative services pertaining to pupil transportation programs.

Individual tasks related to the duty:

- Analyze and evaluate pupil transportation services and make recommendations to administrators, school superintendents, and boards of education regarding improvements to program quality, program integrity, and program enhancements.
- Serve as advisor to the Director of Pupil Transportation on all matters related to pupil transportation.
- Coordinate and direct pupil transportation curriculum development.
- Investigate pupil transportation complaints, report violations, and make recommendations for improvements/compliance as required.
- Answer telephone, letter, and email inquiries related to pupil transportation.
- Work collaboratively with the State Police, Department of State, and Department of Transportation on pupil transportation activities.
- Analyze proposed legislation and regulations which impact pupil transportation.
- Consults and advises state, national, and private agencies regarding pupil transportation issues.

Duty 2

General Summary:

Percentage: 10

Plan, coordinate, implement, and evaluate information related to Section 74 grant applications and year end reports.

Individual tasks related to the duty:

- Plan, review, revise and approve training agency Section 74 grant application/agreement materials and criteria.
- Compute Section 74 grant allocations, and make recommendations to the Director of Pupil Transportation, including recommendation edits where necessary, and provide year-end reconciliation to grant recipient actual allowable expenses. Set up initial allocation and reconciliation in collaboration with the Office of State Aid.
- Provide technical assistance to grantees.
- Prepare and disseminate grant allocation approval notifications.
- Represent MDE at bi-monthly meetings of training agency representatives and participate with subcommittees though out the year in curriculum development and improvement.

Duty 3

General Summary:

Percentage: 10

Complete other duties as assigned by Supervisor including but not limited to the following.

Individual tasks related to the duty:

- Maintain and update pupil transportation website information.
- Prepare and edit research materials.
- Maintain records and prepare reports and correspondence related to the work.
- Gather data and compile reports associated with the provision of pupil transportation services.
- Other duties as determined necessary.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

*Guidance for pupil transportation inquiries from Local Education Agencies (LEAs), non-public schools, parents, and citizens.
*Prepare materials and agendas for the mandated Pupil Transportation Advisory Committee (PTAC). PTAC statutory designated committee comprised of many state agencies and organization for the purpose of advising MDE on matters related to pupil transportation safety.

17. Describe the types of decisions that require the supervisor's review.

New or unusual situations that are not addressed by internal policies, procedures, or guidance materials.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Job responsibilities take place primarily inside the office though regular responsibilities in the field are required. A great deal of time is spent working at a computer. Travel, including overnight stays within the state as well as out of state, is required. Travel is reimbursed per State of Michigan instruction. State of Michigan vehicles can be used for business purposes only. Travel schedules are determined by employee in conjunction with their supervisor.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | N | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

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24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

NA.

25. What is the function of the work area and how does this position fit into that function?

This position works with pupil transportation and the incumbent must be proficient in the knowledge and application of pupil transportation legislation and other legislation such as, motor vehicle code, and the federal school bus safety standards. This position works extensively with the communication to various state constituencies the interpretation of pupil transportation legislation and best practice procedures. This position will be the source of technical knowledge on all facets of pupil transportation.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a master's degree in education or a field related to education program administration (non-academic).

EXPERIENCE:

School District Consultant 11

No specific type or amount is required.

School District Consultant 12

One year of post-master's, professional experience in school program management in a consultative capacity or administrative experience in school program management equivalent to a School District Consultant 11.

School District Consultant P13

Two years of post-master's, professional experience in school program management in a consultative capacity or administrative experience in school program management, including one year equivalent to a School District Consultant 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of pupil transportation programs.
- Knowledge of the laws and regulations related to pupil transportation programs.
- Knowledge of the initiation, development, accomplishment, and evaluation of pupil transportation programs.
- Knowledge of the relationship between school administrators and bus driver training agencies.
- Ability to advise colleagues on various pupil transportation issues.
- Ability to interpret laws, rules, and regulations relative to pupil transportation.
- Ability to organize, evaluate, and present information effectively, both orally and in writing.
- Ability to establish program or service procedures, policies, or guidelines and to relate these to objectives.
- Ability to work and/or coordinate with diverse groups.
- Ability to maintain favorable public relations.
- Ability to analyze and compile data, maintain records, and prepare reports and correspondence.
- Ability to perform mathematical calculations and reconcile program expenditures.
- Ability to design forms.

CERTIFICATES, LICENSES, REGISTRATIONS:

NA.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

NA.

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date